

today's date

John Doe, President

\_\_\_\_\_ County Pheasants Forever

xxxxxxxxxxxxx

xxxxxxxxxx, IA xxxxx

Dear John:

To improve our county's chances to receive more funding from REAP (Resource Enhancement And Protection), we are having a meeting of our County REAP Committee and would like you to participate.

The meeting will be (date, time, location).

We are hoping for good representation from farm, wildlife and conservation interests from throughout the county. Because Pheasants Forever has many members in our county and benefits from the REAP program, it is important that either you attend or send a representative.

Enclosed is a brochure on REAP and you may wish to go to [www.iowareap.com](http://www.iowareap.com) to get even more information, including the spending history of REAP in our county. An agenda for our first meeting is also included.

Please let me know if you can attend by calling me at (your phone) after 6 pm and before (date). Thank you for help on this important matter.

Sincerely,

(Your name)